



INDUSTRY CIRCULAR

DEPARTMENT OF
THE TREASURY

Bureau of Alcohol, Tobacco and Firearms

Washington, D.C. 20226

Number: 75-15

Date: September 22, 1975

BOTTLE STRIP STAMPS

Proprietors of Distilled Spirits Plants,
Importers and Others Concerned:

Purpose. The purpose of this circular is to advise you that an inventory of strip stamps on hand sufficient to meet your needs for an approximate 60 day period should be maintained and that requisitions for strip stamps should be submitted at least six weeks in advance of the date on which the stamps are needed for your operations.

Background. Recently the Bureau of Engraving and Printing has experienced delays in processing requisitions for strip stamps due to unforeseen fluctuations in their workload. In some instances these delays have resulted in depletion of a proprietor's inventory of strip stamps and have jeopardized normal bottling operations.

Suggested Procedures. Although the Bureau of Engraving and Printing workload has returned to its normal level, the following procedures are suggested in order to insure that sufficient strip stamps are on hand to continue bottling operations in the event of any future fluctuations in the workload:

- (1) Maintain an inventory of stamps on hand sufficient to meet your needs for a 60 day period; and
- (2) Submit your requisitions on ATF Form 428, Requisition for Bottle Strip Stamps, to the appropriate assigned officer or Regional Director at least six weeks in advance of the date on which the stamps are required.

Inquiries. Inquiries concerning this circular should refer to its number and be addressed to the office of your Regional Director.

Rex D. Davis

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Director

Department of the Treasury
Bureau of Alcohol, Tobacco and Firearms
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